



DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF SOCIAL SERVICES	RELEASE DATE:	Thursday, June 4, 2009
POSITION TITLE:	CEA 2, Assistant Deputy Director, Central Support Services and State Programs	FINAL FILING DATE:	Friday, June 26, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06042009_8

POSITION DESCRIPTION

Under the direction of the Deputy Director, Disability Determination Service Division (DDSD), the Assistant Deputy Director is responsible for the management of two Disability Evaluation Branch offices involved in the adjudication of claims for disability benefits under Title XIX of the Social Security Act, and the Division's Central Support Services Branch. In addition, the incumbent assists the Deputy Director in managing all aspects of the Division. The Assistant Deputy Director is responsible for the processing of approximately 60,000 Title XIX (Medi-Cal, Medically Needy only) claims annually. The Assistant Deputy Director is also responsible for administrative support services for the entire Division (which also adjudicates SSA disability claims), including fiscal analysis, contracts, policy and procedure development, automated systems operations, personnel functions, and facilities coordination. Additionally, this position oversees policy development and analysis of legislation.

The Assistant Deputy Director is one of two primary liaisons with the Social Security Administration (SSA) and State control agencies regarding adjudicative and operational policies and procedures. The incumbent provides policy guidance to the Division's field Branch offices in such areas as the handling of court cases and implementation of new federal regulations and procedures, and proposes state and federal legislation as necessary, to assure effective adjudicative policies in the disability program. The Assistant Deputy Director provides analysis and official comments to the

Directorate and the Social Security Administration regarding proposed regulatory changes, and develops program positions on pending legislation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience

with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- a. Working knowledge of Social Service case processing operations and case management practices.
- b. Knowledge of trends and issues regarding the Social Security and Medi-Cal Disability programs.
- c. Knowledge of Quality Management practices, and working knowledge of successful staff empowerment techniques.
- d. Knowledge of State Civil Service rules and procedures relating to hiring, affirmative action, equal employment opportunity, staff development, and discipline.
- e. Knowledge of State and Federal budgeting and accounting requirements.
- f. Ability to respond rapidly and effectively to changes in program policy.
- g. Ability to establish goals for case production and adjudicative accuracy.
- h. Ability to successfully negotiate agreements with large medical providers for cost effective receipt of medical evidence.
- i. Ability to develop State and Federal legislative proposals as necessary to improve program integrity.
- j. Ability to establish organizational structures that maximize productivity without sacrificing quality.
- k. Ability to establish a management team.
- l. Ability to coordinate and balance State and Federal policies, procedures, regulations, and guidelines.
- m. Ability to negotiate with labor organizations regarding pending changes in working conditions.

n. Ability to motivate staff using empowerment techniques.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, Assistant Deputy Director, Central Support Services and State Programs**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a screening committee established to screen the application and two page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during JULY 2009. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF SOCIAL SERVICES, Exam Unit/Administration Division
744 P Street, Sacramento, CA 95814
Lisa Hudson | (916) 657-3473 | lisa.hudson@dss.ca.gov

ADDITIONAL INFORMATION

Questions regarding the position should be directed to Carolyn Wells, at (916) 657-2265.

You may hand deliver your application to the Department of Social Services - Examination Unit at 744 P Street, 1st Floor Lobby - Examination Drop Box, Sacramento, CA 95814

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>